

## SELF-ASSESSMENT CHECKLIST

### **GENERAL:**

	<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>COMMENT</u></b>
Are purchases files being retained in the office for a period of three years, four months from the date of the purchase as required by the Federal Acquisition Regulation?	_____	_____	_____
If there is a single purchase card file, is it centrally located?	_____	_____	_____
Is there a secure location to store purchase cards?	_____	_____	_____
Is there a purchase approval process in-place, preferably written?	_____	_____	_____
Are the purchases made by the person whose name appears on the card?	_____	_____	_____
Is there a purchase log that includes sequential numbering, order date, date of receipt, description of purchased item(s), cardholder name, amount of purchase, and CAMS certification?	_____	_____	_____
Is the Approving Official reviewing the Citibank statement monthly for each cardholder then signing the statement upon completion of the review ?	_____	_____	_____
Has each cardholder completed the GSA on-line smartpay training course and is a record of such training maintained?	_____	_____	_____

### **FILE SPECIFIC ITEMS:**

Are micro-purchases being made amongst qualified sources of supply for the item or services being purchased, i.e rotated?	_____	_____	_____
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Has the purchase been broken into two or more purchases in order to stay within the cardholder's single purchase authority or to the requirement for competition

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Are there purchases made to the same vendor in the amount of \$2500 on two or more consecutive days?

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Is the cardholder attempting to place orders with small business?

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Are purchases over the micro-purchase threshold competitively acquired and documented?

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If and when a purchase exceeds the micro-purchase threshold and is non-competitive, is the file documented why only one source has been solicited and why the price paid is both fair and reasonable?

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Does the individual purchase file include documentation relative to the action, e.g. phone conversations, dates, warranty information, delivery terms, etc.?

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Was the purchase made by someone other than the requisitioner or approving official?

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Are any of the items/services purchased listed in the CAMS Purchase Card Manual (1313.301), Section 3, paragraphs 3.3 & 3.4, i.e. items prohibited, restricted or requiring prior approval before purchasing?

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Is the cardholder using mandatory/required sources of supply or obtaining any necessary waivers before making a purchase? (FAR Part 8)

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Has the cardholder made personal purchases using the government issued purchase card?

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Is purchased property being reported as required? (Ref.. [www.pps.noaa.gov/acctobj.htm](http://www.pps.noaa.gov/acctobj.htm))

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